



**Rule of Law Institutional
Strengthening Program (ROLISP)**

CENTRALIZED PROCUREMENT GUIDE FOR THE JUSTICE SYSTEM OF THE REPUBLIC OF MOLDOVA

Rule of Law Institutional Strengthening Program (ROLISP)

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Prepared by: Marcel Banuta, USAID ROLISP

Activity Office: USAID/Moldova

COR: Ina Pislaru

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Prepared by Ecaterina Grib
Public procurement consultant

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ACRONYMS AND ABBREVIATIONS

CPU – Centralized Procurements Unit

SCM – Superior Council of Magistracy

PPA – Public Procurements Agency

PPN – Public Procurements Newsletter

RFQ – Request for Quotations

CPV – Common Procurements Vocabulary

GENERAL NOTIONS

Public procurement – purchase of goods, works or services for the needs of one or several contracting authorities.

Public money – money from the State Budget, budgets of the territorial administrative authorities, State Social Insurance Fund, special funds, special resources of public entities, Compulsory Health Insurance Funds, external loans related to either direct or guaranteed state debts.

Centralized Procurements Unit is a contracting authority that purchases goods, works, and services for Beneficiaries and awards public procurement contracts for goods, works or services for Beneficiaries.

Public Procurements Agency – specialized administrative authority subordinated to the Ministry of Finance, in charge of governmental regulation, supervision, control, and intersectoral coordination of public procurements.

Procurements Working Group – group of specialists in charge of public procurements under the contracting authority.

Business entity – vendors of goods, executors of works or service providers, which can be any individual or legal entity, any public entity or association of such individuals or entities that sells goods, carries out works or provides services.

Public procurement contract – written non-gratuitous contract signed by one or more business entities and one or more contracting authorities, the object of which is purchasing goods, executing works or providing services based on the Law nr.96 regarding public procurements.

Common Procurement Vocabulary – nomenclature used in public procurement contracts.

INTRODUCTION

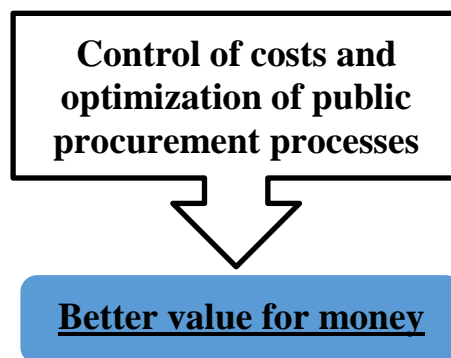
Centralized procurement—economy of public funds. This slogan can open our guide that describes the advantages of centralized public procurement and instructs the stakeholders how to carry out procurement procedures correctly, making reference to public procurements regulations.

Centralizing procurements is a national and international practice that has been successfully implemented both in Moldova (tax, health, and regional development sectors) and in other countries (United States, United Kingdom, Italy, Denmark, Finland, Sweden, Austria, etc.).

The centralized procurement system proposed for implementation for the judicial system of the Republic of Moldova is already used by entities equivalent to Moldovan Department of Judicial Administration in Lithuania, Germany, Finland and many other countries.

The centralized public procurement system allows saving funds allocated for goods, works, and services. Moreover, it allows the contracting authorities to use public funds efficiently and mitigates the risks of the purchase process. At the beginning, many persons may have the impression that this mechanism will not work, but experience shows that it offers advantages and ensures the success of the purchase. An obvious advantage is the considerable decrease in prices for purchased goods, works, and services. Moreover, centralized procurement makes possible a deeper needs analysis and potentially important improvements that optimize the price/quality relation.

The main purpose of centralizing public procurements is getting better value for money.



I. OBJECTIVES OF THE PROPOSED CENTRALIZED PUBLIC PROCUREMENTS SYSTEM

The optimization of the procurement process through centralization has three main objectives:

1. Efficiency/economies
2. Standardization of products
3. Elimination of the favoritism

1. Efficiency/Economies

The efficiency of purchase processes implies:

Larger amounts = lower costs per item (presented in business entities' bids) = **obtaining economies through competitive processes = efficiency of procedure**

In addition, centralizing procurement will mitigate the risks of the contracting authority to get “outside of the market.” (Authorities in less developed regions or regions that are less attractive for business entities sometimes have to accept bids at a much higher price compared with the market price or do not receive bids at all.)

2. Standardization of Products

Collecting and processing information by the Centralized Procurements Unit (CPU) allows purchasing better products at more attractive prices. Moreover, the standardization of products ensures better prices for subsequent service of the purchased products, which results in budget economies that can be used for other needs, which otherwise would be unattainable due to the lack of funds.

3. Elimination of the Favoritism

The centralized procurements system will eliminate the effect of favoring some business entities, sometimes imposed to contracting authorities by the artificial lack of the competition or by unfair competition. For example, sometimes after organizing tender procedures, the contracting authority does not receive or receives an insufficient number of bids and has to accept unreasonably higher prices. This frequently happens in peripheral regions of the country.

Important!

Small volumes of purchases means vendors have little interest in participating in tenders and the fragmentation of purchases gives power to some vendors, thus causing unfair competition or unequal and unfair treatment of business entities. This increases the risks of the contracting authority to sign inefficient contracts or to miss the desired outcome, which compromises the principles of regularization of relations in public procurements.

A centralized system will maximize the customer's power, will considerably improve the transparency and will reduce the number of supervised contracts.

This change will also benefit numerous business entities that so far have not participated because of small procurement volumes and dispersion of contracting authorities. The centralized procedure allows purchasing large quantities, which benefits both contract parties. It increases the competition between participating business entities, thus determining a decrease in prices. Large contracts are more attractive for business entities because they allow a better coverage of costs of transportation to remote regions and other related costs due to scale economies.

II. PARTIES OF THE PROCESS AND THEIR RESPONSIBILITIES

To streamline the activity of trial courts and appellate courts (hereinafter referred to as “Beneficiaries”), it is proposed to optimize the public procurement process and to organize it at the level of the CPU. The CPU will represent the interests of all stakeholders, will deal with purchase process, will unify needs, and will offer advice on planning and signing contracts, and supervising their implementation. The functions of the CPU will be carried out by the Department of Judicial Administration by means of its subdivisions, which will perform the following activities:

1. Accumulate and reconcile lists of needs submitted by Beneficiaries;
2. Estimate the procurement budget on the basis of the Beneficiaries’ needs;
3. Coordinate and approve the budgets with the SCM and the Ministry of Justice of the Republic of Moldova;
4. Develop annual and quarterly public procurement plans;
5. Submit notices of intent to the PPA;
6. Report to the Beneficiary about problems and difficulties of the purchase organization process;
7. Establish working groups for procurements, formed of persons familiarized with such procedures;
8. Develop tender documents;
9. Ensure a wide participation of business entities in organized tenders;
10. Examine, assess, and compare bids;
11. Sign public procurement contracts to satisfy the Beneficiaries’ needs;
12. Register the results with the PPA before the established deadline;
13. Execute and manage public procurement contracts in line with the established terms and conditions or, in exceptional cases, will cooperate with Beneficiaries to solve problems as quickly and as well as possible;
14. Keep and track all documents prepared and used during public procurement procedures.

For that end, the CPU, in behalf of Beneficiaries and for their needs, will ensure:

1. The efficiency of the public procurement process;
2. The objectivity and impartiality during public procurement procedures;
3. The transparency and publicity of public procurement procedures;
4. The access to information for public procurement stakeholders.

In their turn, the Beneficiaries will offer support for all procedures carried out by the CPU, namely for:

1. Developing lists of needs, which should be clear to avoid fragmentation of procurement procedures;
2. Submitting the lists of needs and, if necessary, revising them within the established timeframe;
3. Participating in the meetings of the working groups established by the CPU;
4. Informing the CPU about urgent needs arisen during the budget year to change the procurement plans;
5. Participating in the delivery-acceptance of goods, works or services and signing minutes;
6. Offering necessary support to the CPU.

III. PROPOSED CENTRALIZED PROCUREMENTS SYSTEM

The CPU will have the functions of a contracting authority during the centralized public procurement process, will be responsible for all centralized procurement stages, and will award contracts for Beneficiaries. For that end, the CPU will manage budget funds for goods, works, and services necessary for Beneficiaries in accordance with Annex 1. The procurement budget will be developed in accordance with the needs presented by the Beneficiaries and approved by the CPU together with the SCM.

The proposed system has two main phases:

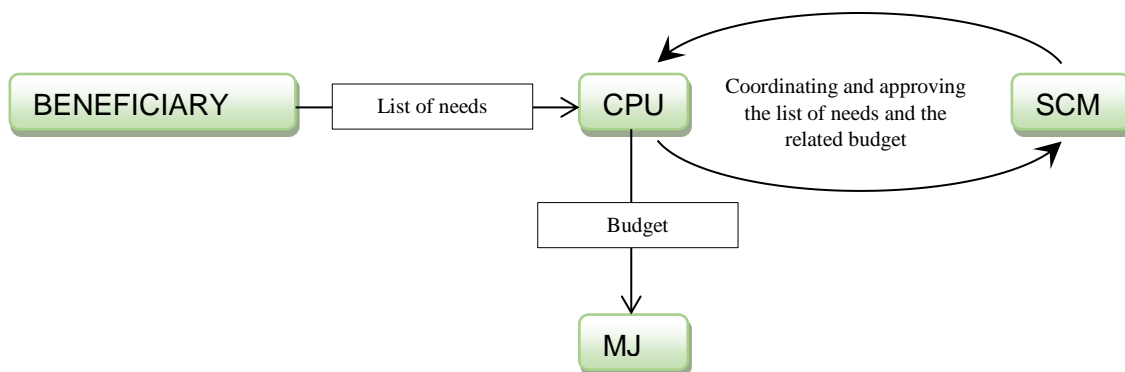
- Phase I – Approving the list of needs and the related budget
- Phase II – Organizing the public procurement procedure

Phase I – Approving the List of Needs and the Related Budget

Beneficiaries will obtain required goods, works, and services as a result of the public procurement procedure organized and held by the CPU. Beneficiaries must plan and present needs correctly before the date established by the CPU:

- The deadline for presenting the needs for works (capital investment and repairs) is March 15 of the current year;
- The deadline for presenting the needs for goods and services is April 15 of the current year.

Beneficiaries must understand that determining needs is essential for the procurement process: the more reliable it is, the more chances that the public procurement procedure will succeed and will be finished within the established timeframes. The chart below shows the stages for approving the list of needs and the related budget.



Beneficiaries will present the CPU the lists of needs. These lists must be prepared in line with the template shown in Annex 2 and will contain:

- a) Technical definition of the requested procurements and their designation;
- b) CVP codes of goods, works, and services;
- c) quantity;
- d) terms of delivery (optional).

The list of needs presented to the CPU:

- covers all types of goods, works, and services (according to Annex 1) the Beneficiary intends to purchase during the budget year;

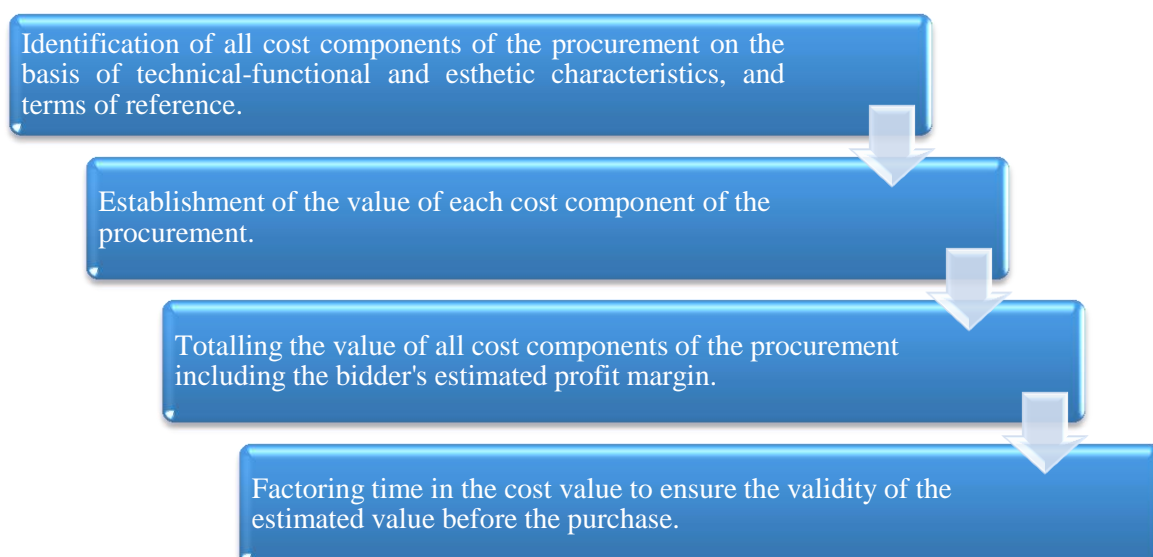
- can be updated in case of unexpected events during the year (with the approval of the CPU);
- is closely correlated with budget sources or programs.

Important!

The annual procurements program can be updated during the budget year in case of unexpected events. To introduce these amendments, the Beneficiary should submit a written request to the CPU, which will consider the financial coverage of the Beneficiaries' needs.

After receiving the lists of needs, the CPU will project the purchase costs. The projected cost of a purchase is essential information for planning procurements, which allows the CPU to allocate resources and investments efficiently.

The cost is estimated using the following scheme:



The costs are estimated annually on the basis of real market prices. Otherwise, there is risk to have inadequate bids and, consequently, to miss contracts.

It is important that the CPU take into account the possibility of:

- increasing the contract price (if the estimated duration of the contract exceeds one budget year);
- additional needs compared with the initial object (increase in the quantity of goods or services in comparison with the initially established quantity);
- unexpected costs.

The estimated value of the contracts established by the CPU is calculated using the following formula:

For goods:

$$V_e = V_b + V_{mipf},$$

Where:

V_e = estimated value

V_p = value of goods = No. of items X price per item

V_{mipf} = cost of labor, installation, and putting into service

For services:

$$V_e = V_{tm} \times N,$$

Where:

V_e = estimated value

V_{tm} = value of the average monthly tariff

N = number of months

The estimated value of a public procurement contract is calculated on the basis of the total value payable established by the CPU less the VAT. The calculation of the total value payable includes any form of remuneration, bonuses, taxes, commissions, profit gained and/or premiums or payments on behalf of candidates/bidders, and takes into account any possible option and potential contract extensions.

After the estimation of the needs value, the CPU, in agreement with the SCM, will examine and may propose the Beneficiary certain specific changes that will be discussed in a working meeting. During this meeting they will discuss the need of the proposed changes and the parties' pros and cons. It is recommended to write minutes of the meeting mentioning the subject of the discussion. These minutes will be signed by all participants of the meeting.

The CPU may propose amendments to the list of needs in the following cases:

1. purchase of the respective type of goods, works or services is irrelevant;
2. this type of goods, works or services cannot be covered by the budget;
3. there are other types of goods, works or services on the market, that are better or more appropriate for exploitation, etc.

Moreover, the CPU reserves the right to propose certain purchases for the following purposes:

- To improve the efficiency of the use of public money and to redistribute the unused funds;
- To implement technical equipment programs for Beneficiaries;
- To standardize and optimize the existing systems;
- To implement policy documents, etc.

Following the negotiations with Beneficiaries, the CPU may approve the list of needs, coordinate it with the SCM and sent it to the Beneficiaries before June 15 of the current year. The CPU will also submit the list of needs and the related budget to the Ministry of Justice of the Republic of Moldova.

Phase II – Organizing the Public Procurement Procedure

The public procurement process is a sequence of phases and actions which, on the basis of a public procurement contract, lead to obtaining final deliverables—goods, works or services. After approving the list of needs submitted by Beneficiaries, the CPU starts the procurement process.

These phases are the most important for the success of the public procurement:

1. Preparing documents for launching the procurement process

To launch the public procurement process, the CPU, in cooperation with Beneficiary, should obtain all required approvals and documents. The quality of these documents and the timely issued approvals are essential for the quality of the proposed goods, works or services.

Important!

Launching procurement without obtaining all required approvals and documents (depending on the procurement procedure) is prohibited. (For example, the contracting authority may initiate the procedure of awarding a public procurement contract for works only if all these conditions are met: the project documentation, the estimated budget and, in case of more complex objectives, the feasibility study are developed, checked and approved in the established manner.) If necessary, the Beneficiary will be responsible for offering assistance to obtain all required acts.

2. Establishing a working group for procurements

The working group is a group of specialists within the contracting authority, which initiates and carries out public procurement procedures to satisfy the needs of the contracting authority or the association of contracting authorities. In accordance with the provisions of Government decision No. 1380 of December 10, 2007, the working group is established under a special decision (order) or decree, and is formed of 5 members at least, including the chairman of the working group, *i.e.* the person with the first signing authority in the corresponding entity or the person appointed by him/her, and the secretary of the working group. The CPU will select members to the working group from the officers and specialists of the contracting authority **on the basis of the official staff list and the established salary fund.**

Important!

For maximal transparency, the representatives of the Beneficiary may participate in the meetings of the working group, except for assessment meetings, which are secret in accordance with Government Decision No. 1380 of December 10, 2007, “On the Activity of the Working Group for Procurements.”

The CPU can create multiple working groups for procurements depending on the area of the purchase. In this case, each corresponding order/special decision shall necessarily specify the area for which the working group is established and the type of procurement (goods, works, or services) assigned to the working group.

During the activity of the working group, the CPU can appoint, through a letter, various experts in the purchase area as members to it. These members will have the voting right only in cases that are expressly provided for in the law.

Contracting authorities often do not use the opportunity to attract specialists or experts in certain areas of the purchase despite the fact that this allows the working group to take correct and impartial decisions. Experts do not have the voting right; they have only a consultative role. Their opinion is not mandatory and can be ignored by the working group if it considers

that it will breach the public procurement procedure and will compromise the execution of the signed contract.

In case of a motivated absence of a member of the working group his/her substitute may sit in the working group without the need of issuing a special decision (order) or an additional decree. This substitution must be recorded in the minutes.

Only the contracting authority that has established a working group may dissolve it or change its membership.

3. *Developing annual and quarterly procurements plans.* This implies the following activities:

- The CPU groups the submitted lists of needs in separate batches of homogenous goods and services that will be part of one procurement procedure to simultaneously award contracts;
- The CPU develops and approves the annual plan and writes a notice of intent;
- The CPU writes and approves the annual and quarterly public procurement plans and organizes a mandatory publication of all purchases worth more than MDL 200,000 in the PPN and on the Web site of the PPA.

4. *Identifying the procurement procedure*

The procurement procedures will be identified and established in accordance with:

- Procurement type: goods, works or services;
- Threshold for applying a certain public procurement procedure based on the Law nr.96 dated 13.04.2007 and the Government regulations:
 - for goods and services worth MDL 10,000 - 40,000, the contracting authority will apply the small value procedure;
 - for works worth MDL 10,000 - 50,000, the contracting authority will apply the small value procedure;
 - for goods and services worth MDL 40,000 - 50,000, the contracting authority will apply the Request for Quotations (RFQ) without a mandatory announcement in the PPN and on the PPA's Web site;
 - for goods and services worth MDL 50,000 - 200,000, the contracting authority will apply RFQ with a mandatory announcement in the PPN and on the PPA's Web site;
 - for works worth MDL 50,000 - 100,000, the contracting authority will apply the RFQ without a mandatory announcement in the PPN and on the PPA's Web site;
 - for works worth MDL 100,000 – 1,000,000, the contracting authority will apply RFQ with a mandatory announcement in the PPN and on the PPA's Web site;
 - for goods and services worth MDL 200,000, the contracting authority will apply open tender;
 - for works worth MDL 1,000,000, the contracting authority will apply open tender;
 - for goods and services worth MDL 2,500,000, the contracting authority will apply open tender with a mandatory announcement in the Official Journal of the European Community;
 - for works worth MDL 99,000,000, the contracting authority will apply open tender with a mandatory announcement on the Official Journal of the European Community.

5. *Developing tender documents,* which implies establishing the following conditions:

- Manner and place of getting the documents;
- Deadline for the delivery of goods, the provision of services, and the execution of works;
- Payment terms and conditions;
- Mandatory qualification documents;
- Value of the pledge for the bid (up to 3%) and for the execution of the contract (up to 15%) (in case of an RFQ only at the request of the working group);
- Currency of the tender;
- Assessment criteria (the smallest price for the established technical parameters or economically the most favorable bid (score));
- Other specific conditions depending on the procurement object and the funding conditions.

Important!

For the purpose of transparency, the CPU may hold a meeting to approve the tender documents together with Beneficiaries. In this case, the Beneficiaries must ensure the presence of their representatives to identify special conditions in the procurement process.

6. Registering tender documents

The CPU will register tender documents with the PPA.

7. Inviting multiple business entities to ensure transparency

During this phase, both the CPU and Beneficiaries invite and ensure the participation of as many business entities as possible.

8. Communicating with bidders and amending documents

Business entities may request the CPU explanations on tender documents. The CPU will answer any such intervention made before the expiration of the deadline for submitting bids within the timeframes that will allow the business entity to submit its bid in time. Without mentioning the author of the intervention, the CPU will send the corresponding explanations to all business entities it offered tender documents to.

Before the expiration of the deadline for submitting bids, the CPU may amend tender documents, either on its own initiative or in response to requests for explanations from a business entity. (The CPU may take this decision at a meeting of the working group with possible participation of Beneficiaries.)

The information about the operated amendments will be immediately communicated to the PPA and all business entities the contracting authority offered tender documents to.

If the explanations are offered at a meeting with business entities, the CPU will write minutes of the meeting in which it will mention the explanations request, without specifying the author, the answer, and the amendments and additions to tender documents. The minutes will be immediately sent to all business entities who received tender documents so that they can take them into account during the preparation of bids and to the PPA. The minutes will be considered integral part of the tender documents.

The CPU must invite Beneficiaries to this type of meeting.

9. Opening bids

Bids will be opened on the date and time established in the tender documents at the headquarters of the CPU.

Important!

Bids must be opened on the date established as the deadline for opening bids, even if not all members of the working group are present.

When the working group opens bids, it is necessary to observe the following rules:

- Signing declarations of impartiality and confidentiality. Before bids are opened, each member of the working group must declare on his/her own responsibility that he/she is not the spouse, relative or in-law of up to third generation for any of the participating bidders; that over the past three years he/she had no employment or cooperation relations with any of the bidders; that he/she did not sit on their administration board or any management or administration body; and that he/she has no shares in the subscribed share capital of any of the bidders. If one of the members of the working group finds that he/she is in one or more of the aforementioned situations, he/she will immediately request to be replaced by other person.
- On the deadline date indicated in tender documents or in other documents applicable to public procurement procedure, the working group will open the submitted bids and will read out all enclosed documents, mentioning the prices proposed by business entities, after which each bid will be signed by all members of the working group.
- The working group members will sign the minutes of opening the bids.

For the transparency of the public procurement, representatives of Beneficiaries and the SCM may attend the meeting for opening bids, too.

10. Assessing bids

- Bids will be examined and compared before the expiration of their validity strictly in line with the requirements stipulated in the tender documents or in the invitation to tender.
- The information on bids examination, assessment, comparison, and post-qualification will not be disclosed to bidders or other persons who are not officially involved in this process until the contract is registered in the established manner.
- If necessary, the CPU can consult the Beneficiary, who must provide a prompt response.

According to the law, the assessment process has several mandatory steps.

- *Preliminary examination of bids.* The CPU will examine bids to confirm that all documents and technical documentation required in tender documents were submitted and to ascertain the completeness of each document. If any of these documents or any information is absent, the bid will be rejected.
- *Technical assessment.* The CPU will assess technical aspects of the submitted bid to check the observance of all requirements listed in tender documents, without deviations, errors or significant omissions. If after the examination of the terms and

conditions and the technical assessment, the contracting authority establishes that the bid is inconsistent with the requirements, the bid will be rejected.

- *Financial assessment.* If tender documents allow presenting bid prices in different currencies, for the purpose of financial assessment and comparison of bids, the CPU will convert all prices into one currency.

11. Awarding the public procurements contract

When awarding the contract, the CPU must pass the following steps:

- Informing winning business entities. The CPU will send the winning business entities letters of advice with the invitation to the office of the CPU to sign the contracts.
- Signing contracts. All contracts must be signed within the established timeframes and before the expiration of bids.

Important!

If the CPU does not manage to sign a contract before the expiration of the bid and the bid expires, the CPU may request the extension of the bid and, respectively, of the pledge for it.

- Refunding the pledge for the bid by the CPU, which will be done in the following cases:
 - Expiration of the pledge
 - Signing the contract and presenting the pledge for the execution of the contract
 - Suspension of the procurement procedure

In other cases, the pledge will be paid into the budget of the CPU.

- The CPU's informing all business entities about the signing of the procurement contract within 10 calendar days from the date of signing, with indication of the winning business entity's name and contact information and the contract price.

12. Registration of results

Writing a report and transmitting it to the PPA for review and registration within 5 days from contract has been ended (according art.70 of the Law nr.96 regarding public procurements).

13. Monitoring the execution of the contract

The execution of all contracts signed as part of the public procurement of goods, works and services must be closely monitored. Monitoring the execution of contract clauses and the observance of the deadlines established in the contract rests with the CPU.

The CPU will be responsible for convening the commission for receiving goods, works, and services, which will verify the following aspects:

- Signing the final acceptance act;
- Signing the delivery-acceptance acts;
- Compliance of the quality of goods, works or services with the technical parameters established in the contract.

The commission for receiving goods, works, and services, which will be formed of the members of the CPU and the Beneficiaries. All goods, works, and services will be delivered/provided/executed at the premises of the Beneficiary. The CPU will not register these goods, works, and services into its inventory in accordance with the executed contract (except for the works that change the value of the property of the Ministry of Justice), and will sign the delivery-acceptance act and minutes to confirm the conformity and the existence of goods, works, and services and the fulfillment of contracts. Taking into account the specificity of the centralized procurements system, namely that the CPU purchases goods, works or services on behalf of Beneficiaries, the CPU will not be responsible for using these goods, works or services. The whole responsibility for using them will rest exclusively with the Beneficiary.

14. Preparing and keeping the public procurement file

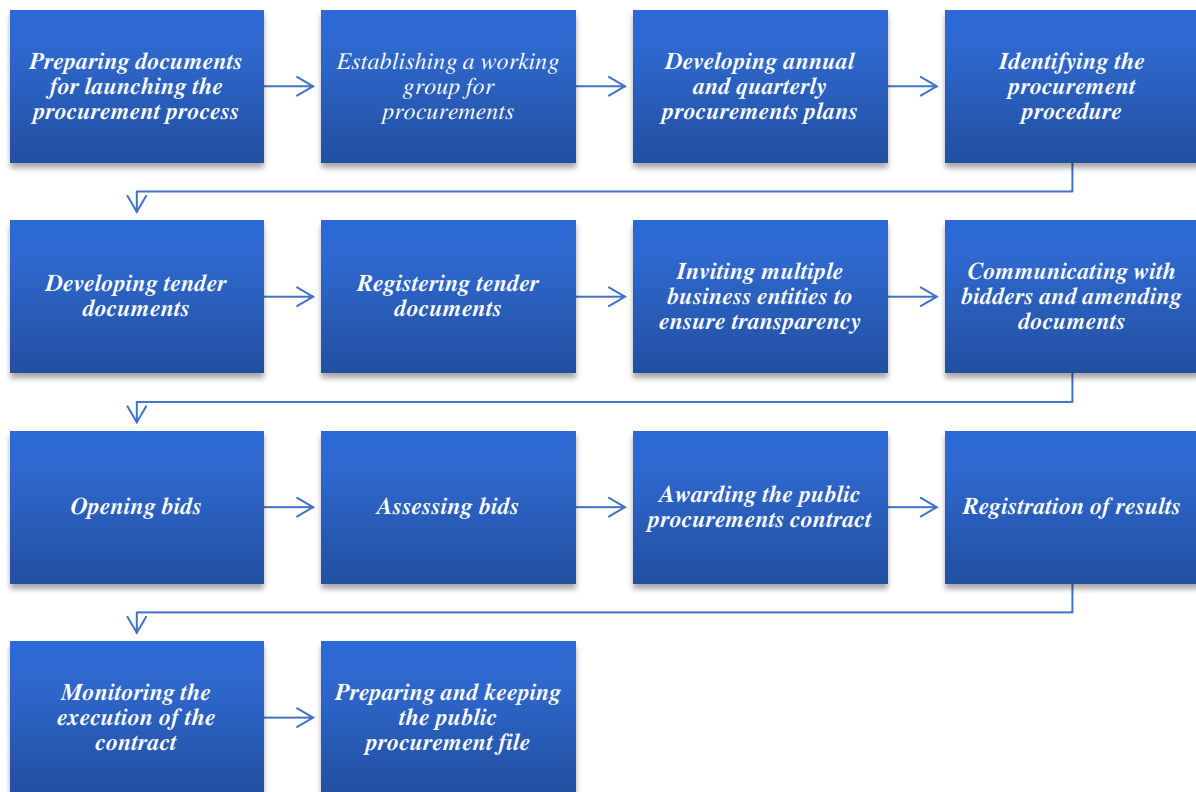
This stage will rest with the CPU, which will offer access to the procurement file, if necessary.

The public procurement file will contain:

- Tender documents (invitation to tender in case of an RFQ)
- Letter announcing the public tender/RFQ
- All requests for explanations and answers
- Minutes of opening and assessing bids, and other meetings
- Letters announcing the results
- Public procurement contract
- Report
- Bids and all required qualification documents

The contracting authority must prepare the public procurement file and keep it for 5 years from the initiation of the procurement procedure.

The chart below shows all phases of the procurement process.



CONTESTATIONS

Any business entity that considers that, during the procurement procedures, the CPU has breached one of its rights acknowledged by the law as a result of the issued decision or the procurement procedure applied in contravention of the law, and as a result the business entity suffered or may suffer damage has the right to challenge the decision or the procedure applied by the contracting authority as established in Law No. 96 of April 13, 2007, “On Public Procurements.”

The business entity has the right to file a contestation of the actions, decision or procedure applied by the contracting authority, supported with arguments within 10 calendar days from the date on which the business entity learned about the circumstances that served as the grounds for the contestation.

There are 2 kinds of contestations:

1. On invitations to tender or tender documentation
2. On the results of awarding contracts

The contestations on invitations to tender and tender documentation may be filed only before the contracting authority opens the bid packages.

The contestations on the results of awarding contracts may be filed only within 10 days from the day on which the business entity learned about the circumstances that served as the grounds for the contestation.

If the contestation is not settled amiably within 10 calendar days from the registration of the contestation, the PPA will issue, within 20 calendar days from the filing of the contestation, a justified decision on the regulatory measures that will be taken if the contestation proves entirely or partially true.

List of goods, works, and services proposed for centralized procurement

Works:

1. Construction and repairs
2. Ventilation systems

Goods:

1. Furniture
2. Airline tickets
3. Cars
4. Fuel
5. Paper (fax paper, photocopying/printer paper)
6. Envelopes
7. Folders and portfolios for filing documents
8. Judges' robes, judicial insignia, national symbols, badges
9. Louvers and curtains
10. Vacuum cleaners
11. Air conditioners
12. Boilers
13. IT equipment (copiers, computers, printers)
14. Consumables
15. Postage meters
16. Security systems
17. Security equipment

Services:

1. Development of new electronic registers and maintenance of the existing ones
2. Maintenance of electronic systems
3. Car maintenance and repair (except for regulation of lights, and replacement and repair of tires)
4. Cartridge refill for printers and copiers
5. Printing services
6. Maintenance and repair of air conditioners
7. Maintenance of utility equipment
8. Translation and interpretation (except for Russian)
9. Maintenance and repair of boilers

Annex 2**To:** Department of Judicial Administration**From:** _____**List of needs of goods, services, and works proposed for procurement in the budget year ____**

No.	Goods	CPV Cod e	Technical specifications	Quantity	Delivery date
Goods					
1					
2					
...					
n					
Services					
1					
2					
...					
n					
Works					
1					
2					
...					
n					

Chief of Secretariat _____
(full name)_____
(signature)**Date:** 05-Nov-2013